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OFFICE OF REPORTS AND ESTIMATES

Operating Procedure No. 9
(Revised)

13 July 1949

SUBJECT: The Preparation and Publishing of a SECRET CIA Weekly

I. Purpose

1. In implementation of the directive of the Director of Central Intelligence, Current Intelligence Group is charged with the responsibility of producing the CIA Weekly Summary.
2. By direction, the Weekly is designed to afford concise comprehensive coverage of the principal developments of the week affecting U.S. security. With emphasis on week to week continuity it will analyse and present significant trends, prospective developments, and indications of intentions and capabilities.
3. The procedures which follow are designed to accomplish these purposes and to obviate any more recitation of factual detail except as may be incidental to clarity of presentation.

II. Procedure

1. In general the scope of the Weekly will be: (1) a brief section summarizing and highlighting the most important trends and developments of the week; (2) a larger section containing short analytical pieces on the trends and events in Western Europe, Eastern Europe, Near East/Africa, the Far East, and the Western Hemisphere; and (3) a third section containing, when appropriate, estimates and articles on matters of particular current interest.
2. Maps and charts will be used to illustrate, clarify, or develop the textual material.
3. Coordination of Weekly Summary material with IAC agencies is not required.
4. Material for the Weekly will be selected from Branch or Group Weeklies by the Current Intelligence Group. The latter component will be provided with two copies of each such paper by 0900 hours each Wednesday.

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5. Current Intelligence Group will condense or revise material in the exercise of its responsibility for proofreading and editing for form, and will coordinate draft before publication with the appropriate component, whose responsibility extends to factual context and interpretations. Whenever concurrence cannot be reached, decision will be rendered by the Assistant Director, ORE.

III. Limitations

1. Before submission of Branch or Group Weeklies to the Current Intelligence Group, all TOP SECRET material included therein, shall be clearly indicated in order to prevent its inadvertent use in the CIA Weekly Summary.

2. State Department S/S distribution series material will not be included except:

(a) When permission is received from State upon request of Current Intelligence Group; or

(b) When identical material can be cited as emanating from some other source.

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Deputy Asst. Director
Reports and Estimates

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